



September 21, 2006

## MEMORANDUM

**To:** All Payroll Locations not participating in the GMS Flexible Benefits Program

**From:** Dr. Rhonda Medows, Commissioner

**Subject:** 2007 Open Enrollment

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We are pleased to announce that the annual Open Enrollment Period for the 2007 Plan Year will begin on Tuesday, October 10 and end on Thursday, November 9, 2006. Employees will make their health benefit election for Open Enrollment at [www.oe2007.ga.gov](http://www.oe2007.ga.gov). The website will be up from 4:00 a.m. to midnight each day and will close at 4:00 p.m. on November 9, 2006.

The State Health Benefit Plan is pleased to tell you that there will not be an increase in health premiums or in benefits for 2007. There are significant changes to the eligibility processes that will become effective at a date yet to be determined. Employees will receive information about these changes prior to them becoming effective.

In the weeks leading up to Open Enrollment, you will be receiving informational emails that will help in providing assistance to your employees. The Decision Guide and other information about Open Enrollment will be available to you at [www.oe2007.ga.gov](http://www.oe2007.ga.gov) by Wednesday, September 27, 2006. SHBP is distributing 115% of your SHBP membership for the Active Employee Decision Guide. You will not receive enough booklets to distribute to every eligible employee. Employees interested in making changes or enrolling should be given a hardcopy of the Employee Health Plan Decision Guide or may access this booklet at [www.oe2007.ga.gov](http://www.oe2007.ga.gov) or [www.dch.ga.gov/shbp\\_plans](http://www.dch.ga.gov/shbp_plans).

### Train-the-Trainer Sessions

Again this year, for your convenience, we are offering training via “web cast”, allowing coordinators to review communication materials at will. SHBP is offering one-stop shopping, ranging from full streaming multi-media to slides with audio capabilities. Viewing capabilities will be on the SHBP web site, [www.dch.ga.gov/shbp\\_plans](http://www.dch.ga.gov/shbp_plans) for health benefits.

### Provider Directories/Meetings

The State Health Benefit Plan will not distribute provider directories this year. Providers can join and drop out of the network during the year so it is best for employees to call their provider to see if they will be participating in the network or to go on-line. The websites for

the vendors are listed on the inside cover of the Decision Guide. You may also contact the vendor if you would like to have a presentation or Q&A for your employees.

If you need to request a small supply of directories or want to have a vendor to do a presentation to your employees, contact each vendor directly:

- United HealthCare: Kathleen Clifford (770) 300-3509, [kathleen\\_a\\_clifford@uhc.com](mailto:kathleen_a_clifford@uhc.com),
- BlueChoice: Traci Lyon, (404) 682-9238, [Traci.Lyon@wellpoint.com](mailto:Traci.Lyon@wellpoint.com)
- Cigna: Valerie Carpenter (404) 443-8819, [Valerie.Carpenter@cigna.com](mailto:Valerie.Carpenter@cigna.com)
- Kaiser Permanente: Sheila Leung (404) 364-7158, [sheila.leung@kp.org](mailto:sheila.leung@kp.org).
- TriCare Supplement: Pauline Marshall, (800) 638-2610 ext 113;  
[pmarshall@asicorporation.com](mailto:pmarshall@asicorporation.com)

## SHBP Surcharges

Again this year, employees currently enrolled will have to answer the tobacco and spousal surcharge questions under the State Health Benefit Plan at [www.oe2007.ga.gov](http://www.oe2007.ga.gov). Employees who fail to go online and answer the surcharge questions will retain the same coverage option and tier they currently have but will be assessed the applicable surcharges. SHBP will provide you with a list of employees who have not confirmed. The report, MEWBNCFM MEMS Not Confirmed on Web Report, will be posted in View Direct and will be updated nightly beginning October 10, 2006. This report will include employees with no current coverage and employees who have not confirmed their 2007 benefit election. Please use this report to remind your employees that they will have to pay the applicable surcharges if they do not answer the surcharge questions.

New employees or employees who have previously declined coverage and who wish to enroll during the Open Enrollment will also have to answer the surcharge questions.

## Web Address

The Open Enrollment web address, [www.oe2007.ga.gov](http://www.oe2007.ga.gov) will contain information about the State Health Benefit Plan and Flexible Benefits Program administered by the Georgia Merit System. Please caution your employees to only access the information listed under the State Health Benefit Plan and to contact you for information about their other benefits.

We know that Open Enrollment is challenging and we appreciate all of your assistance in making the Open Enrollment a success each year.